

ITEM # 1 The Secretary, Nancy Wheeler, called the meeting to order at 7:35 P.M., on Thursday December 12, 2002.

ITEM # 2 $\frac{3}{4}$ ROLL CALL **PRESENT:** Lynne Gregory
Nancy Wheeler
Audre Zembrzuski
Steve Zhang, Student Representative

STAFF: Brian Stoutenburg, Library Director

Motioned by Gregory
Supported by Zembrzuski

MOVED, TO EXCUSE JOANNE ALLEN AND DAVID CLOYD CARRIED.

Yeas: 3 — Ayes. Gregory, Wheeler, Zembrzuski

ITEM # 3 APPROVAL OF MINUTES OF MEETING OF NOVEMBER 14, 2002.

Motioned by Zembrzuski
Supported by Wheeler

MOVED, TO APPROVE THE MINUTES OF THE MEETING OF NOVEMBER 14, 2002 AS WRITTEN.

Yeas: 3 — Ayes. Gregory, Wheeler, Zembrzuski

ITEM # 4 APPROVAL OF AGENDA

Motioned by Gregory
Supported by Zembrzuski

Yeas: 3 — Ayes. Gregory, Wheeler, Zembrzuski

MOVED, TO APPROVE AGENDA WITH CHANGE OF PLACING REGULAR BUSINESS A. UNDER POSTPONED ITEMS CARRIED.

ITEM #5 $\frac{3}{4}$ POSTPONED ITEMS $\frac{3}{4}$ Approval of 2003 Library Closing Dates

Motioned by Zembrzuski
Supported by Gregory

MOVED, TO APPROVE CLOSING DATES THAT INCLUDED THE WEEKEND OF JULY 4TH CARRIED.

Yeas: 2 — Ayes. Gregory, Zembrzuski

Nays: 1 — Nays. Wheeler

ITEM #6 ¾ REGULAR BUSINESS

There was no Regular Business.

ITEM #7 ¾ REPORT AND COMMUNICATIONS

Director's report:

The Director will be meeting with Dan Durkee from the Architectural Firm of Fishbeck, Thompson, Carr and Huber, Inc. to discuss the scope of a space needs analysis and facility feasibility study so they could provide an estimate of the work for budgeting purposes.

Board Member comments.

Lynne Gregory reported on his attendance at the Michigan Library Association Conference and highlighted workshops in Safety in your Library, Dealing with Challenging Patrons, Tutor.com, and Problem Employees. He also reported that the Trustee Round Table would meet annually. He also commented on his trip to the Grand Valley State Branch Library.

Nancy Wheeler commented on her trip to the Wyoming Branch Library which featured reading nooks and conference rooms and the addition was built around an old building.

Friends of the Library

The Friends are planning another special book sale for December 28th to further reduce inventory.

Monthly Reports (November). Circulation for the month of November compared with the same time period a year ago showed an increase of 17.1%. There was an increase in Patron visits by 5.7%. Program attendance was up 16.9%. The number of library programs offered was up 8.0%.

Staff Changes. No new library staff.

Gifts. None.

Informational Items. December TPL Calendar.

Contacts and Correspondence. 16 written comments from the public were reviewed.

Public Participation. There was no public participation.

The Library Advisory Board meeting adjourned at 8:25 P.M.

Respectively submitted,

Brian Stoutenburg
Library Director